

16 to 19 Bursary 2022 / 2023

What can I spend my bursary on?

The bursary can be spent on the essential costs of participating in your study programme. This could include, but is not limited to, the following:

- Text books or other books or equipment related to your subjects
- Stationery / revision aids
- Laptop, tablet, printer, ink, etc.
- School trips and visits
- School lunches (money will be added to your cashless catering account for use in the canteen)
- Transport costs – bus or train fares
- Transport for university/job interviews
- Exam fees

Please note that all books and equipment bought on your bursary will need to be returned to the school at the end of your course, with the exception of consumable items.

If you are unsure if something could be included or not, please ask either at the Finance Office or contact Miss Tapscott in Sixth Form.

How do I spend my bursary?

There are three ways to spend your bursary:

- **Buy/pay for the item yourself and reclaim the funds from your bursary.** Complete the “Bursary Reimbursement Form” and hand it into the Finance Office who will process a refund into your bank account within a week. Remember to check before you buy your item that it is included in the list of approved items.
- **Ask the school to order the item for you and pay for it directly from your bursary.** Complete the “Bursary Order Form” and hand in to the Finance Office. The order will be placed and you will be contacted via your school email account when the item is available to collect.
- **Petty cash - for items under £20 claim cash.** Complete the “Petty Cash Form”, attach your receipt(s) and bring to the Finance Office to claim cash back immediately.
- **School lunches.** We will add money to your cashless catering account for you at the beginning of each week (max £2.50 per day or £12.50 per week). Email the Finance Office on finance@stroudhigh.gloucs.sch.uk BEFORE breaktime with your name and the amount you would like added and that will be available by lunchtime.

All of these forms are available to download on the Sixth Form website or to collect from either the Finance Office or Julia Merrett.

**TO APPLY FOR A 16-19 BURSARY DOWNLOAD THE INFORMATION
AND APPLICATION FORM FROM THE SHSF WEBSITE**

www.stroudhighsixthform.co.uk/admissions/bursaries